

**CHAPTER 1**

**ADMINISTRATIVE OPERATIONS**

**ARTICLE 7**

**OFFICE OF DISPUTE RESOLUTION**

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**§ 1-701. Appointment of advisory council.**

Procedures for filling yearly advisory council vacancies shall be set forth in the policy manual of the Office of Dispute Resolution.

**§ 1-702. Meetings of the advisory council.**

Procedures for regular council meetings and task force meetings shall be defined in the policy manual of the Office of Dispute Resolution.

**§ 1-703. Responsibilities of the director.**

The director's responsibilities regarding such areas as center information development, application, and reporting, as well as the general areas of program budgeting, sliding scale fees, public awareness, and training, shall be defined in the policy manual of the Office of Dispute Resolution.

**§ 1-704. Application for center approval of funding.**

An application for funding by a center must include all the statutory requirements: plan of operation, objectives, population served, administrative organization, record-keeping procedures, mediator qualifications, annual budget, and proof of nonprofit status. Specific application requirements are set forth in the policy manual of the Office of Dispute Resolution.

**§ 1-705. Procedures for approved centers.**

All centers must have clearly established procedures in the following areas: permanent files, numbered case files, center forms and records, mediation training, mediation payment, center fees, accounting system,

compliant procedures, and divorce policies. Specific procedure requirements are defined in the policy manual of the Office of Dispute Resolution.

**§ 1-706. Center reports.**

The center will report quarterly to the Office of Dispute Resolution. The annual report will be a summation of the quarterly reports in that year. Reporting forms may be supplied by the Office. Information for the reports should include the following: referral source, outcomes of cases, types of cases, participant evaluations, cost of sessions, and outreach. These areas are defined in the policy manual of the Office of Dispute Resolution.

**§ 1-707. Grievance procedures.**

Complaints may be made directly to a center or to the Office of Dispute Resolution. Grievance procedures pursuant to the policy manual of the Office of Dispute Resolution shall be followed.